

LTBB ELECTION BOARD

MONDAY, JULY 21st, 2008

MINUTES

CALL TO ORDER

Meeting was called to order by the chairperson, Denise Petoskey at 6 p.m.

ROLL CALL

Denise Petoskey, Chairperson	Present
Eleanor Barber, Vice-Chairperson	Present
Carol Quinones, Secretary/Treasurer	Present
Alice Hughes, Board Member	Present
Martin VanDeCar, Board Member	Present

APPROVAL OF AGENDA

Motion made by Martin, supported by Eleanor to approve the agenda as written and presented. Motion read back by the Secretary. 5 yeas, Motion carried.

APPROVAL OF MINUTES

Motion made by Alice, supported by Martin to approve the minutes of July 7th, 2008 as corrected by adding a t to the word start. Motion read back by the Secretary. 4 yeas 1 abstained (Denise) Motion carried.

OFFICERS' REPORTS

CHAIRPERSON

Denise presented us with the copy of the report that Barry Crowell gave at the Community Meeting. She presented us copies of the budget report as of June 30, 2008. We will need to a budget modification to put additional monies into the postal line item. She also presented Carol a copy of the original and the corrected purchase order for her hotel stays. They want to charge us for Carol not using the room that was reserved for her on the 7th of July at the Odawa Hotel instead of Days Inn where she normally stays. Denise said that because this was a mistake on Mandy's part that she is going to see about having the charge removed from our budget. Denise asked for a motion to do a budget modification.

Motion made by Carol, supported by Alice to move \$1,000.00 from the Contractual line item into the Postage line item. Motion read back by the Secretary. 5 yeas, Motion carried.

Motion made by Martin, supported by Alice to accept the verbal and written report of the Chairperson. Motion read back by the Secretary. 4 yeas 1 abstained Motion carried.

VICE-CHAIRPERSON

Eleanor reported that she picked up the mail at both the Post Office and the Government Complex. People continue to have questions about the 2009 Elections as to who is running and if they have to register again for the election. She continues to explain the registration process.

Motion made by Carol, supported by Denise to accept the verbal report of the Vice-Chairperson. Motion read back by the Secretary. 4 yeas 1 abstained (Eleanor) Motion carried.

SECRETARY/TREASURER

Carol reported that she received several phone calls from members asking if they are registered. She needs an up-dated list as the one she has is from January 2008. She prepared the information for this meeting. She presented copies of the parts of the procedure manual that have already been worked on.

Motion made by Eleanor, supported by Denise to accept the verbal and written report of the Secretary/Treasurer. Motion read back by the Secretary. 4 yeas 1 abstained (Carol) Motion carried.

OLD BUSINESS

1. Registered Voter Up-Date----- 1,1 65 as of July 25, 2008
2. Office Space---Meeting scheduled to look at a facility in Downtown Petoskey on Thursday, July 28, 2008 at 4 p.m. Denise, Eleanor and Alice will tour the facility.
3. Procedures Manual---Denise presented copies of what She has worked on for review. Alice also presented what she has worked on. We discussed the concerns that we have about the type of information that will be obtained from background checks and how that information will be used. Eleanor will talk with Officer Givens about the procedures for doing a background check and report back at the next meeting.

NEW BUSINESS

1. Voter Registration Mailing
Denise will contact Election Services about doing the mailing using the same the same letter we used with last mailing.

ANNOUNCE THE DATE OF THE NEXT MEETING/WORK SESSION

MONDAY, AUGUST 25TH, 2008 at 6 p.m.

ADJOURNMENT

Motion made by Eleanor, supported by Alice to adjourn the meeting at 7:30 p.m.

Minutes approved as written and presented_____

Minutes approved as corrected_____

Minutes approved as amended_____

Carol Quinones, Secretary/Treasurer